Legends Team Fundraisers Approval Request form

**ALL Team Fundraisers** are conducted under the **Legends FC 501c3 Non-Profit** status and MUST be approved by Legends’ Director of Operations BEFORE implementation or advertising takes place.

- Specific details and all the required information for the fundraiser must be submitted minimum of (2) weeks prior to the start of the fundraiser. Each fundraiser needs to be submitted separately.

- Some fundraisers have more details and are a little more involved than others; some fundraisers get planned months in advance and some are "spur of the moment"; regardless, we will **always need the basic information in advance of the actual fundraiser or before any advertising takes place**.

- The Fundraiser Approval request form **must be submitted via email to Angela Wright** [**angela.wright@legendsfc.net**](mailto:angela.wright@legendsfc.net) . Please allow 2-3 days processing time for approval. If additional information is necessary, Angela will email you.

- Legends FC and its logo are registered trademarks. ALL use of the Legends logo MUST be approved in writing by the Board so please allow extra time for approval. Teams MAY NOT sell Legends branded apparel.

**Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Request submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fundraiser Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1)** Description of team fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2)** Dates/Timeframe of fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3)** Costs: item being sold or event fee: (*i.e. cost of raffle ticket;OR beef jerky;OR admission to Poker Night*)

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**4)** Profit to the team: (*is it a % OR a certain $ amount on each item OR a set $ amount overall (like a football pool*)

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**5)** Are funds going to the "General Team Fund" to be used for overall team expenses **OR** posted to "Individual Players" *based on participation* to go toward their Team Fees? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6)** What are the Player/Team requirements for the fundraiser? Is fundraiser mandatory for entire team to participate? If yes, what are the requirements that each player must do? (*for instance, if a football pool, how many squares must each player sell?)*

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  **7)**  How are you advertising fundraiser? (*all flyers or any sort of advertising MUST be submitted for approval*)

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**8)**  Are there any requirements or paperwork that fundraiser needs to have provided/submitted?  (*i.e. Legends' 501c3 # OR proof of Non-Profit status OR W-9*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_